

COORDINATED SCHOOL HEALTH (CSH) PROGRAM DIRECTOR

JOB SUMMARY

To plan, organize, and coordinate the Coordinated School Health Program in conformance with local guidelines and state requirements/guidelines in the following eight areas:

1. Health Education
2. Physical Education
3. Health Services
4. Nutrition Services
5. Counseling, Psychological, & Social Services
6. Healthy School Environment
7. Health Promotion for Staff
8. Family/Community Engagement

QUALIFICATIONS

- Master's degree (preferred) in education, nursing, health services administration, physical education, social services, psychology/mental health services, or nutrition
- Documented experience (3-5 years) in either implementing or supervising one or more of the eight CSH components
- Ability to assess health and safety needs of students, families, and school employees
- Adequate written, verbal, interpersonal, and technology skills to successfully fulfill the responsibilities of the job
- Adaptability to performing a variety of tasks simultaneously and dealing with a variety of personalities of adults
- Reliable transportation for travel between schools and within the community
- This job may require frequent lifting and/or carrying of equipment that exceed 20 pounds
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Director of Schools
- Oversee and coordinate the Coordinated School Health Program and all its related components within the district
- Organize and support the work of CSH Program Advisory Council, the CSH Program Staff Council, and individual schools' Healthy School Teams
- Collaborate with system, school, and community leaders to implement and maintain school health initiatives at the system and school levels
- Ability to develop an overall understanding of the various components in the CSH Program and its relationship to the instructional program and student attendance
- Plan, prepare for, and conduct appropriate meetings with a variety of types and sizes of groups
- Ensure compliance with Tennessee Department of Education standards and guidelines for the CSH grant
- Maintain budget for CSH and submit annual grant reapplication to the Tennessee Department of Education
- Establish procedures for the collection of school health baseline data and maintain an appropriate database
- Make necessary and requested reports to the Tennessee Department of Education, the Lebanon Special School District Board of Education/Director of Schools, and other appropriate individuals or groups
- Submit all required reports as mandated by the grant
- Develop and maintain a system/process for program evaluation which includes a means for program improvements

LEBANON SPECIAL SCHOOL DISTRICT

- Establish partnerships with community organizations and agencies concerned with the health and wellness of students and staff
- Seek alternative funding sources for the CSH Program
- Participate in intensive training during the initial establishment of the program and in periodic staff development provided by the Tennessee Department of Education in following years
- Solicit other appropriate opportunities for professional learning for self and appropriate others in the system (as funding is available)
- Conduct appropriate health related staff development and trainings for the system and/or individual schools, groups, or employees
- Use the *School Health Index* to determine school health priorities
- Perform other duties as assigned by the Assistant Director or Director of Schools